An Asian layout mode checkbox is available on the *Alignment* tab of the Format Cells dialog when Asian language support is enabled and the text direction is set to vertical. This option aligns Asian characters one below the other in the selected cell(s). If the cell contains more than one line of text, the lines are converted to text columns that are arranged from right to left. Western characters in the converted text are rotated 90 degrees to the right. Asian characters are not rotated.

Using the icons on the Formatting toolbar

The icons on the Formatting toolbar can be used as follows after the cell has been selected:

- To change the text direction from horizontal (default direction) to vertical, click on the **Text direction from top to bottom** icon.

- To change text direction from vertical to horizontal (default), click on the **Text direction from left to right** icon.

- To change text direction from left to right, which is the default direction for Western fonts, to a right to left direction used in some fonts, for example Arabic, then click on the **Right-To-Left** icon. This only works if a font has been used that requires a right to left direction.

- To change text direction back to the default left to right direction used for Western fonts, click on the **Left-To-Right** icon.

> ✔ **Note**
>
> The text direction icons can only be made available if the **Asian** and **Complex text layout** options are checked under **Tools > Options > Language Settings > Languages > Default Language for Documents**. If it is necessary to make the buttons visible, right-click on the toolbar and select **Visible Buttons** from the context menu, then click on the icon you require and it will be placed on the Formatting toolbar.

Asian Typography

If Asian language support is enabled through **Tools > Options > Language Settings > Languages > Default Languages for Documents > Asian**, an *Asian Typography* tab is included on the Format Cells dialog (Figure 48). This tab enables setting of typographic options for cells in Asian language documents.
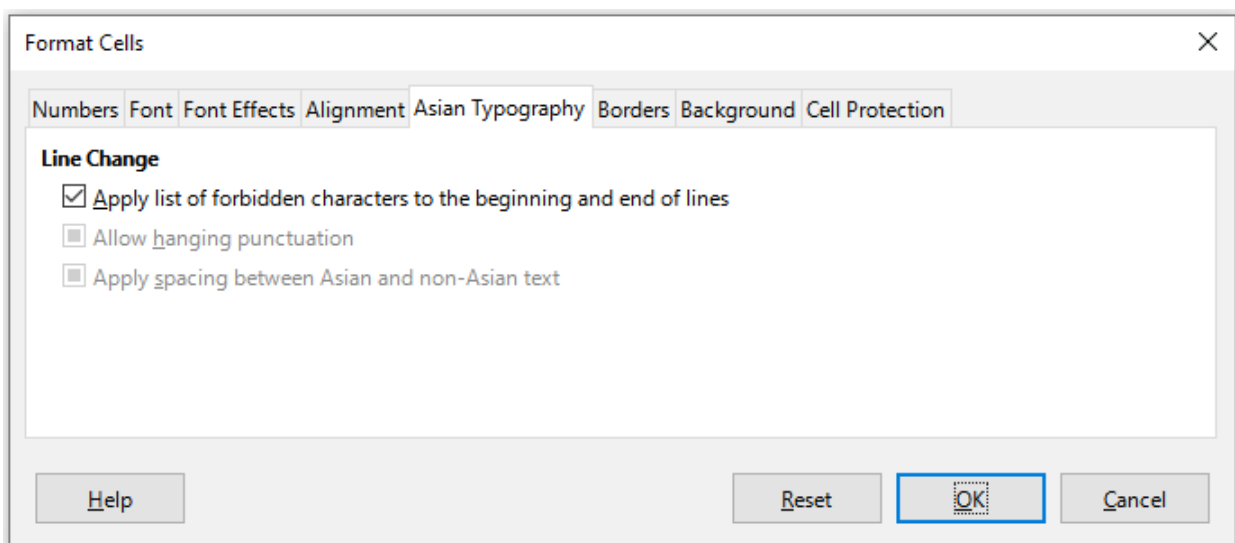

Figure 48: Format Cells dialog - Asian Typography tab